

OLD DOMINION UNIVERSITY

Department of Counseling & Human Services
Counseling Program

Ph.D. in Counseling

FIELDWORK HANDBOOK

Practicum & Internship in Counseling

COUN 869: Advanced Practicum • COUN 868: Doctoral Internship

Graduate Clinical Coordination Team
clinicalcoord@odu.edu

4301 Hampton Boulevard • Norfolk, VA 23529

A Note on Accreditation and CACREP Citations

The Old Dominion University Counseling Program is accredited by the **Council for Accreditation of Counseling and Related Educational Programs (CACREP)**. The fieldwork curriculum and supervised field experiences described in this handbook align with the **2024 CACREP Standards**, ensuring that doctoral trainees gain the practical experience needed to advance as counselors, supervisors, counselor educators, researchers, and practitioners.

Throughout this handbook, the applicable CACREP Standards are cited in parentheses for accreditation-verification purposes. Citations use the following convention:

(CACREP, 2024, Standard Y.Y) the citation refers to the corresponding **2024 Standard**.

Because this is a **doctoral** handbook, citations refer to **Section 6 (Doctoral Standards for Counselor Education and Supervision)** of the 2024 Standards.

Essential consideration for all counseling trainees: while these requirements align with CACREP accreditation standards, each trainee must verify the specific fieldwork, licensure, and certification requirements set by the board in the state where one intends to practice. State boards may have additional or unique stipulations.

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Introduction and Purpose

All Ph.D. in Counseling students must complete **COUN 869: Advanced Practicum** at an approved site, including a minimum of 200 total clock hours, 80 of which must be direct client or supervisee contact (with a minimum of 40 hours of work with clients or K–12 students). The goal, purpose, and nature of the practicum placement should be determined by the student in consultation with their advisor and/or program committee.

In addition, all Ph.D. in Counseling students must complete **COUN 868: Doctoral Internship** at an approved site, including a minimum of 600 clock hours over two semesters. The focus areas and goals of internship are also determined in consultation with the student's advisor and/or committee. The five doctoral competency areas for internship are **Counseling, Supervision, Teaching, Leadership, and Research**. At minimum, internship students must complete work as supervisors, as instructors/teachers, and in at least one additional competency area.

Purpose of the Practicum and Internship Courses

The practicum and internship courses provide doctoral students an opportunity to advance their clinical skills and to experience the variety of counseling and counselor education responsibilities they will encounter as professors, master clinicians, and administrators. Doctoral students apply the theoretical and practical knowledge gained throughout their coursework to actual practice and counselor education settings.

These courses contribute primarily to the CACREP doctoral curriculum (professional identity) areas of counseling, supervision, teaching, research and scholarship, and leadership and advocacy (**CACREP, 2024, Standard 6.B**).

Students are responsible for reviewing this handbook within their first semester of enrollment and for complying with all program, university, CACREP, and legal requirements described herein. Questions may be directed to the Graduate Clinical Coordination Team at clinicalcoord@odu.edu.

Practicum and Internship Terminology

The following terms are used throughout this handbook and in all fieldwork materials.

Supervision Assist (SA)	The online platform the Counseling Program uses during fieldwork for trainees to track service hours and activities, store required fieldwork documentation, and record counseling sessions to meet recording-submission requirements. The acronym “SA” refers to Supervision Assist. See the Supervision Assist section for details.
Trainee	Used interchangeably with “student.” Indicates a student enrolled in practicum or internship courses.
Faculty Supervisor	Used interchangeably with “instructor” or “group supervisor.” The faculty member who serves as course instructor for COUN 868 or 869. The Faculty Supervisor provides 1.5 hours of weekly group supervision to COUN 868 and 869 trainees and 1 hour of weekly individual/triadic supervision to COUN 868 trainees for the Supervision Competency Area.
Individual/Triadic Supervisor	Indicates you , the doctoral-level counseling student, when providing university-based individual and/or triadic supervision to master’s-level practicum students enrolled in COUN 669. In this role you provide 1 hour of weekly individual or triadic supervision to master’s practicum trainees and follow the requirements in the Supervision Competency Area.
Site Supervisor	The licensed mental health professional, licensed school counseling professional, or other qualified mental health or counselor education professional at the placement site who oversees the trainee’s work. The Site Supervisor provides between one hour per week and one hour per month of individual or triadic supervision (depending on the competency area requirements) for the entire time the trainee is at the site. Trainees should have at least one Site Supervisor for each placement site and may have more than one at the same site.
Competency Areas	The five areas in which doctoral students complete their 600 internship hours to advance their professional identities as counselors and counselor educators (CACREP, 2024, Standard 6.B): • Supervision Competency Area (SCA): Minimum 100 hours. Occurs during both internship semesters. • Teaching Competency Area (TCA): Minimum 60 hours across both semesters • Clinical Competency Area (CCA) • Research Competency Area (RCA) • Leadership Competency Area (LCA)

Placement Site	The setting — a mental health practice, school, university, organization, or other agency — in which the trainee has been accepted to complete hours in one or more competency areas.
Application of Intent to Enroll	An electronic application that trainees must submit approximately six months before each semester of enrollment (due February 1 and August 1 unless otherwise communicated). Completion of the application indicates that prerequisites have been or will be met and must be approved by the Clinical Coordinator before registration. See the Application of Intent to Enroll section.
Placement Application	The electronic application within Supervision Assist that trainees submit at the start of each fieldwork semester to accept placement at their site and with their Site Supervisor. All required documents must be submitted before the Clinical Coordinator approves the application to begin accruing hours. COUN 868 trainees submit at least one Placement Application, with an identified Site Supervisor, for each competency area in which they complete hours.
Direct and Indirect Service Hours	See the Direct versus Indirect Service Hours section for definitions and descriptions of each type.
Recordings	The audio or video recordings of counseling, supervision, or instructional sessions that are part of the practicum and internship requirements. See the Recording Policy.

Getting Started: Preliminary Action Items and Timeline

Begin preparing for fieldwork early. Completing the items below on time keeps you eligible to enroll in practicum and internship when you plan to. Each item is described in greater detail in its own section of this handbook.

1. Review the Fieldwork Handbook	Due: within the first semester of enrollment in the Counseling Program.
2. Attend a Fieldwork Orientation Session	Due: within the first year of enrollment. Orientation sessions are held in September/October (fall semester) and January/February (spring semester).
3. Complete the Background Check	Due: within the first year of enrollment. Handled through the Office of Clinical Experiences. See Background Check Clearance.
4. Complete the Intent to Enroll Application(s)	February 1: Due date for fall semester fieldwork approval. August 1: Due date for spring and summer semester fieldwork approval.
5. International Learners: Complete the CPT Form	Due: a semester before beginning practicum. International Students: See Curricular Practical Training section.

Prerequisites

Prerequisites for Advanced Practicum (COUN 869)

- Fieldwork Orientation
- Background Check Process
- COUN Intent to Enroll Application
- **Course Prerequisites:** COUN 801, 820, 742 or 842, and 744 or 844

Prerequisites for Internship (COUN 868)

- Fieldwork Orientation
- Background Check Process
- COUN Intent to Enroll Application
- **Course Prerequisites:** COUN 801, 820, 742 or 842, 744 or 844, and 869

Background Check Clearance

Old Dominion University (ODU) **requires a background clearance check of all students before entering field experiences**. The clearance must be successfully completed **within your first year of enrollment** in the Counseling Program, as it is required before entering practicum or any other field experience.

Background checks are handled through the **Office of Clinical Experiences (OCE)**. For information on the process, visit: odu.edu/clinical-experiences/placement/background-checks. Questions should be directed to the OCE at oce@odu.edu or 757-683-3348.

The ODU clearance process includes an FBI fingerprint, a child protective service/social service review, and a Virginia State Police sex offender registry review. Because the process takes a minimum of eight weeks, students are advised to complete it at least two semesters before starting practicum.

Important: Anyone without satisfactory results on file will **not** be able to participate in practicum or internship. Delays in processing could result in deferring enrollment to the next semester. Check Leo Online for your results (under your test scores). A score of “1” is passing. If results are not posted within eight weeks of submission, contact the OCE.

OCE Background Check Policy (Effective 08/21/2025)

Students may no longer submit background check letters from outside organizations or external agencies. The only exceptions are students who are (a) provisionally licensed or (b) participating in specific grant programs. These students must provide verifiable documentation to support their exception status. All other students must complete ODU’s official background check process. This policy is designed to streamline processing, ensure compliance with data-privacy standards, and improve record accuracy.

Distance Learners

All counseling students — whether in-state or out-of-state — undergo the same OCE background check process, which is conducted via a national registry covering all states (not only Virginia). Most agencies that collaborate with the program rely on ODU’s background check results before allowing trainees to begin fieldwork. A second background check is rarely requested, except in specific cases such as integrated behavioral health locations, military-serving agencies, or community service boards.

Application of Intent to Enroll

Students must complete an **Intent to Enroll Application** and receive approval from the Clinical Coordinator **before** registering for practicum and internship courses. A separate application is required for **each semester** you will be in practicum or internship. If you postpone the start of internship after submitting an application, you must submit a new application for the following semester.

Annual Due Dates

- **February 1:** For fall semester fieldwork approval
- **August 1:** For spring and summer semester fieldwork approval

Registration Requires Written Approval: Students who do not submit an application and receive Clinical Coordinator approval **will be administratively dropped from the course**. You may, however, begin searching for a placement site before your application is approved, given how long it can take to secure a site.

Submitting the application on time is essential so the program can offer enough sections of practicum and internship. Because CACREP limits each practicum or internship group to **12 students per section (CACREP, 2024, Standard 6.E.1–6.E.2)**, additional seats cannot be added.

Review Timeline for Applications: All Intent to Enroll applications from all learners are reviewed after the due date, and learners receive a notification after the due date. Please allow up to **two (2) weeks** after the application due date for a response.

Application of Intent to Enroll in COUN 869 Advanced Practicum

The Intent to Enroll Application link is available via the COUN Fieldwork Hub in Canvas.

Doctoral Students with a Specialty in School Counseling

The Office of Clinical Experiences handles all placements in school settings. If you plan to complete Advanced Practicum in a **PreK-12 school setting**, follow the procedures for school counseling placements in the M.S.Ed./Ed.S. Fieldwork Handbook in the COUN Fieldwork Hub.

Note: School counseling students should **not** contact a school division regarding placements for practicum, internship, or course observations until placements have been announced by the Office of Clinical Experiences (OCE).

Application of Intent to Enroll in COUN 868 Doctoral Internship

Consult with your program advisor about which competency areas to focus on during COUN 868 before submitting your application. The Intent to Enroll Application link is available via the COUN Fieldwork Hub in Canvas.

International Students: Curricular Practical Training (CPT)

International trainees on a student visa must obtain Curricular Practical Training (CPT) authorization before beginning any off-campus practicum or internship — even though the program already requires fieldwork — because all off-campus fieldwork must be approved by the ODU Visa Office.

- Complete the [Request for CPT Form](#) (Part I and Part II only).
- Submit/upload the completed form to the [International Student Portal](#) for review and approval.
- Allow approximately 10 business days for the Visa Office to process the application and issue a new I-20 once all signatures are received.
- **Good to Know:** The CPT application process is free (i.e., no additional fees apart from standard tuition for the fieldwork course/credits). Begin the CPT authorization process a semester before practicum. **More information:** <https://www.odu.edu/visa/employment/employment-international-students/cpt>

Finding and Securing a Placement Site

Mental Health Counseling Sites

If seeking placement in a mental health counseling site, you are responsible for identifying and securing your own practicum and internship sites before the semester begins. Begin with the [COUN Placement Directory](#), which lists many sites that have hosted ODU trainees in prior semesters. A site list is also posted on the CHS Internship Opportunities page.

You are encouraged, but not limited, to use sites on the directory. To use a site that is **not** on the directory, have the site/agency point of contact complete the [New Site Verification Form](#). Per program requirements, the Graduate Clinical Coordinator must verify and approve a potential site before you seek placement there. If the site has not hosted an ODU counseling student previously, it must sign an affiliation agreement with ODU before placement.

When locating a site, your Site Supervisor should be an individual with a graduate degree (preferably doctoral) in counseling or a related mental health profession, with specialized expertise to advance your knowledge and skills ([CACREP, 2024, Standard 6.C.6 and 6.D.4](#)).

School Counseling Sites

The Office of Clinical Experiences places all school counseling practicum and internship students. After receiving your placement information from the OCE, contact your Site Supervisor to have the necessary forms completed. Your on-site supervisor should read the Site Supervisor Agreement carefully. Because site supervisors may be unfamiliar with recording requirements, be sure to discuss them in advance.

Placement Frequently Asked Questions

The questions below address situations that arise most often during the placement search. For anything not covered here, contact the Graduate Clinical Coordinator (clinicalcoord@odu.edu).

Q. Where do I find information on placement site options?

The [COUN Placement Directory](#) is the best place to begin the site search. It lists many sites that have collaborated with the department in previous semesters. The Graduate Clinical Coordinator also shares announcements as new opportunities arise.

Q. Do I have to work with a site on the Placement Directory?

You are encouraged to choose a site from the directory because those sites have a history of hosting our trainees, but you are not limited to them. To use a different site, have the site's point of contact complete the [New Site Verification Form](#). The Graduate Clinical Coordinator must verify and approve a site before you seek placement there if it does not appear on the directory.

Q. Generally, how many placement sites should I contact at first?

Begin by contacting your top five options from the directory. Reaching out to several sites gives you interview options rather than waiting to hear from one site at a time. Outcomes vary by the sites contacted and openings available each semester. Sometimes a trainee secures a placement after the first interview, and sometimes the process requires contacting multiple sites.

Q. What questions are good to ask when interviewing with a potential site?

- What are the site's expectations for fieldwork trainees?
- What handbooks, policies, training materials, or onboarding requirements exist for new trainees?
- What is the site's policy on audio/video recordings for course requirements (case recordings and presentations)?
- What is the expected weekly schedule? Is there flexibility to accommodate evening on-campus classes?
- What days/times do trainees typically meet with the Site Supervisor for weekly individual site supervision?
- What opportunities are available to accrue direct client hours?

Q. If I completed a background check for another ODU counseling class, experience, or program, do I need another one?

Per the Office of Clinical Experiences (OCE): Once a candidate is cleared by ODU, an additional clearance background check is not required unless there is a break in enrollment that requires reactivation or readmission through the ODU admissions office.

Q. Can I complete my COUN 869 Advanced Practicum experience with my current employer?

This is a viable option. General considerations for using your employment location as a placement site:

1. The site must complete the New Site Verification Form (specific to mental health counseling settings).
2. The employment site must provide mental health or school counseling services to clients.
3. Your fieldwork experiences must be distinct and separate from your daily employment responsibilities.
4. Your fieldwork Site Supervisor should be different from your daily managing supervisor, to mitigate conflicts of interest.
5. The Site Supervisor's qualifications should align with the CACREP requirements for fieldwork site supervisors:
 - A graduate degree (preferably doctoral) in counseling or a related mental health profession.
 - Specialized expertise to advance the student's knowledge and skills.
 - Relevant certifications and/or licenses, preferably in counseling (e.g., LPC or LCMHC).
 - Relevant training for in-person and/or distance counseling supervision.
 - Relevant training in the technology used for supervision.
 - Knowledge of the program's fieldwork expectations, requirements, and evaluation procedures.

Q. What is the very first step to getting my workplace approved?

A site representative at your workplace (owner, coordinator, administrator, or supervisor) must complete the [New Site Verification Form](#).

Q. Can my day-to-day supervisor also be my internship supervisor?

The program strongly recommends that your licensed Site Supervisor be a **different person** than your day-to-day managing supervisor.

Q. Can I just log my normal work duties for my internship?

No. Your internship must be a **new clinical experience** that is distinct and completely separate from your day-to-day work responsibilities. For example, if your daily role involves youth or family services as a QMHP or behavioral health employee, your internship should focus on something different — such as providing individual counseling to adults or developing new clinical skills (e.g., facilitating group counseling or receiving supervised EMDR training).

Q. When logging my time, which hours actually count?

When your fieldwork site is also your employment site, the best practice is to log **only the hours directly applicable to your internship experience**. Do not log your regular, day-to-day work hours.

Q. What is the overarching goal of separating my work duties from my internship duties?

The goal is to support your development into a counseling expert by building a broad base of clinical knowledge, skills, and competencies so you can navigate real-world concerns and meet diverse client

needs. This also ensures you gain experiences aligned with your long-term professional aspirations and licensing prerequisites, which likely extend beyond your current daily work.

Q. What if balancing my regular employment and the new internship duties at the same site becomes too difficult?

If managing the workplace nuances and hour differentials becomes too cumbersome, you always have the option to secure a **second placement site** that may better align with your professional goals while ensuring you complete all internship requirements.

Liability Insurance Coverage

Students are required to carry their own professional counseling liability insurance during every semester enrolled in practicum and internship (**CACREP, 2024, Standard 6.C.3**). **Submit a copy of your liability insurance policy to your group supervisor at the start of each semester, before accruing direct hours at your site.**

Two Different Documents: Personal clinical liability insurance (which protects you as a practitioner) is **different** from the university's certificate of insurance that placement sites sometimes request. If a site asks for the university's certificate of insurance, email clinicalcoord@odu.edu.

Doctoral Students Who Are Residents in Counseling or LPCs

If you are a Resident in Counseling or an LPC while enrolled in 868/869, obtain liability insurance as a **professional, not as a student**. Student coverage will not cover clinical practice outside the program's practicum and internship requirements. If you are continuing in your position past these courses or acquiring hours outside the course requirements, ensure you have the correct professional insurance. The simplest way to be fully covered is to purchase professional insurance once you are registered as a Resident or LPC.

Student Liability Insurance Options

If you are not registered with the state as a Resident or LPC and are only accruing clinical hours during COUN 869 Practicum and COUN 868 Internship, you may purchase lower-cost student options through:

- **Option 1 — ACA Student Membership:** paid student members of the American Counseling Association (ACA) receive complimentary liability insurance provided by the Healthcare Providers Service Organization (HPSO). Join at <https://www.counseling.org/membership/join-now>.
- **Option 2 — NBCC and Lockton Affinity:** insurance obtained via the National Board for Certified Counselors (NBCC) is typically the most affordable option. See <https://www.cmfgroup.com/about-cmf/cm-f-partners/nbcc-member-malpractice-insurance-benefits>.
- **Option 3 — Direct Purchase from HPSO:** trainees may purchase a policy directly from HPSO without an ACA membership. Students and recent graduates are eligible for up to a 60% discount. See <https://www.hpso.com/Insurance-for-you/Students-recent-graduates> and select "Counselor Educator" as the main area of study.

Insurance policies cover counselors-in-training on an **annual** basis, so renew the policy if your clinical experiences span more than a year.

Although the American School Counselor Association (ASCA) offers free liability insurance to student members, that coverage works only within a school setting and does not extend to fieldwork experiences in other settings. Students are therefore advised to secure one (1) of the three options above to be fully covered for both community and school placements.

Supervision Assist

Supervision Assist (SA) is the online platform the Counseling Program uses for trainees to track fieldwork hours and activities, store required documentation, and record fieldwork sessions.

- **Account setup:** Approximately a month before practicum, you will receive an email invitation to create a Supervision Assist account.
- **Registration fee:** There is a one-time **\$197 fee** to register for Supervision Assist when beginning practicum. This fee covers use of the platform throughout all fieldwork (practicum and internship) semesters.
- **Onboarding:** The Graduate Clinical Coordinator will add you as a Trainee before the start of the practicum semester. The notification email includes instructions for registering and for completing the preliminary fieldwork paperwork (the Supervision Assist Placement Application).

For step-by-step instructions on recording and sharing sessions in SA, see the Recording Policy and the Supervision Assist guides linked in **Appendix A: Key Fieldwork Links and Resources**.

Requirements for Advanced Practicum (COUN 869)

Clinical Experience Hours

The program requires students to complete supervised practicum experiences totaling a **minimum of 200 clock hours over a full academic term**, with a minimum of 80 hours of direct service with clients or supervisees that contributes to the development of advanced counseling skills. **At least 40 of the direct service hours must be providing counseling services.** The remaining direct-service hours may be accrued through direct counseling services or through clinical supervision with master's-level trainees, as determined by the Site Supervisor based on the site's expectations and needs.

New Learning Required: The clinical experience should include learning that is qualitatively different from your previous experience as a counselor — both your master's-level internship and any post-master's work. For example, if you have only worked with children and adolescents, consider a site that serves only adults.

Extra practicum hours are **not permitted to “carry over”** into internship hours. Per CACREP, practicum and internship are two distinct experiences. Practicum students may, however, stay on site during a semester break to finish practicum hours at the discretion and permission of the site supervisor (see Continuing Fieldwork During Semester Breaks).

Practicum Supervision

Students engage in the following supervision components throughout practicum:

- **Site Supervision:** a minimum of **one hour per week** of site-based individual/triadic supervision with an approved Site Supervisor ([CACREP, 2024, Standard 6.C.7](#)).
- **Group Supervision:** a minimum of **one and a half (1.5) hours per week** of university-based group supervision by the Faculty Supervisor ([CACREP, 2024, Standard 6.C.8](#)).

Attendance Requirements

Students are expected to attend and participate in every group supervision session and must continue attending university supervision throughout the semester even after completing their clinical hours.

Missing more than two group supervision sessions will result in a failing grade.

Site Supervisor Qualifications

Site Supervisors should have the following qualifications ([CACREP, 2024, Standard 6.D.4](#)):

- A graduate degree (preferably doctoral) in counseling or a related mental health profession.
- Specialized expertise to advance the student's knowledge and skills.
- Relevant certifications and/or licenses, preferably in counseling (e.g., LPC or LCMHC).
- Relevant training for in-person and/or distance counseling supervision.
- Relevant training in the technology used for supervision.
- Knowledge of the program's fieldwork expectations, requirements, and evaluation procedures.

Practicum Documentation and Evaluation Forms

See the **COUN 869 Paperwork Checklist** available via the COUN Fieldwork Hub in Canvas. Required documentation includes (but is not limited to):

- **Supervision Assist HIPAA Training**
- **Placement Application(s):** submit a Supervision Assist Placement Application for each site and/or Site Supervisor before you begin accruing hours. Complete all forms associated with the application. The Clinical Coordinator approves the application (it shows as **READY**) to unlock the Activity Log and Live Session functions in Supervision Assist.
- **Clinical Competency Goals (part of the Supervision Assist Placement Application):** Completed at the beginning and end of the semester.
- **Evaluation Forms:** Midterm Site Visit Form; Supervisor Evaluation of Practicum/Internship Student (submitted by both Site and Faculty Supervisor); Final Evaluation of Group Supervisor; and Final Evaluation of Site and Site Supervisor.

Activity Log

Enter your clinical and supervision hours in the **Activity Log** on Supervision Assist for approval by your Faculty and Site Supervisor(s).

- Enter group supervision hours under your Faculty Supervisor's name for approval.
- Enter all on-site hours (direct and indirect) and site supervision under the correct Site Supervisor's name for approval.
- All Activity Log hours must be approved by your Faculty and Site Supervisor(s) to be considered complete.

Audio/Video Recording of Sessions

Review the Recording Policy. You must submit **four (4) video or audio recordings** (video preferred) of your direct client work to your Faculty Supervisor. Recordings should be **at least 30 minutes** to count as a submission. Each client (or parent of a minor client) must sign a Consent to Record form before recording. See the Recording Policy for how to record and share sessions in Supervision Assist.

- **Case Presentations (KPI 1):** Complete two case presentations (one by mid-term and one at the end of the semester), each accompanied by a recording of a session with the client or supervisee, following the COUN 869 case presentation guidelines available via the COUN Fieldwork Hub.
- **Verbatim Transcripts:** Submit two verbatim transcripts of approximately 15 minutes of a session, each with a recording, using the COUN 869 transcript form in the COUN Fieldwork Hub, by the due dates provided by your instructor.

Other Advanced Practicum Requirements

Complete all other readings, recordings, assignments, and activities assigned by your Faculty or Site Supervisors to pass Advanced Practicum. Students whose professional behavior or skills are **not at level** for the developmental stage of an advanced practicum student may be placed on a **Professional Development Plan (PDP)**. Students on a PDP must complete the tasks and behavioral goals by the assigned due dates to pass.

Requirements for Doctoral Internship (COUN 868)

Clinical Experience Hours

The program requires students to complete supervised internship experiences totaling a **minimum of 600 clock hours over two semesters**. The doctoral internship develops competency in the CACREP doctoral curriculum areas (**CACREP, 2024, Standard 6.B**): clinical supervision, teaching, research, leadership, and advanced clinical practice (**CACREP, 2024, Standard 6.C.2**).

Doctoral students **must complete hours in the Supervision Competency Area during each semester enrolled in internship**. In consultation with your advisor, select at least **two (2) of the other four competency areas** (i.e., Clinical, Teaching, Research, and Leadership) to focus on during each semester. You must complete at least **60 hours in the Teaching Competency Area** as part of the 600 hours; teaching hours may be accrued in one or both semesters. With advisor approval — and consideration of your ability to manage time — you may focus on more than three competency areas in a semester.

The 600 clock hours should include:

- A **minimum of 100 hours** of clinical supervision practice (Supervision Competency Area).
- A **minimum of 60 hours** of co-teaching a graduate-level counseling course (Teaching Competency Area).
- The **remaining 440 hours**, tailored to your professional goals across the five competency areas with advisor approval.
- At least **1.5 hours per week** of group supervision with a Faculty Supervisor (course instructor).
- At least **1 hour per week** of individual/triadic supervision for each of the clinical-practice and supervision competency areas.
- At least **1 hour per month** of individual/triadic supervision for each of the teaching, research, and leadership competency areas, or with an experienced professional (site supervisor) in that setting.

The Five Competency Areas

Supervision Competency Area (SCA)

Doctoral students complete a minimum of 100 hours of clinical supervision during internship, including supervising master's practicum students in coordination with the M.S.Ed./Ed.S. Practicum and Internship Handbook requirements.

You will be assigned a minimum of two (2) and a maximum of four (4) master's-level supervisees enrolled in COUN 669: Practicum in Counseling for **each semester** of internship. The Graduate Clinical Coordinator distributes supervisees as evenly as possible but may ask you to accommodate more depending on enrollment. Plan to provide individual supervision to master's students during both semesters and select your other internship responsibilities accordingly.

Detailed guidance for working with 669 supervisees — including required forms, recordings, and how to address concerns — appears in **Appendix C**.

- **Site Supervision:** Obtain a minimum of **one (1) hour per week** of university-based individual/triadic supervision with your Faculty Supervisor (**CACREP, 2024, Standard 6.C.7**) throughout the semester.

Teaching Competency Area (TCA)

Doctoral students complete a minimum of 60 hours of co-teaching during internship. Courses must be graduate level and counselor-education related. You may co-teach at other universities to fulfill this requirement. Co-teaching hours count only during the semester you are enrolled in internship. Hours accrued before internship do not count. Once your Intent to Enroll Application is approved, you may contact program faculty about co-teaching courses of interest.

Teaching experience expectations:

- **Class Preparation:** Prepare and facilitate a minimum of three class periods. Send materials to the instructor for review beforehand.
- **Course Attendance:** Attend weekly, on time, and remain active per the agreement with the instructor.
- **Grading:** Gain grading experience as agreed with the instructor, but grade no more than 50% of assignments.
- **Site Supervision:** Meet with the instructor a minimum of four times during the semester (**CACREP, 2024, Standard 6.C.7**), including before the class begins (to discuss syllabus and expectations) and before each facilitation.

Clinical Competency Area (CCA)

Doctoral students may complete additional clinical hours during internship. All procedures outlined in the Advanced Practicum section apply if you choose to complete clinical hours during internship.

- **Site Supervision:** Obtain a minimum of **one (1) hour per week** of site-based individual/triadic supervision with an approved Site Supervisor (**CACREP, 2024, Standard 6.C.7**).

Leadership Competency Area (LCA)

Discuss your ideas for leadership-area experiences with your advisor. Leadership and advocacy activities that count toward internship must relate to counselor education or the counseling profession.

- **Current Activities:** You may count current leadership or advocacy activities toward internship hours if they relate to counseling/counselor education and you can meet the supervision requirement.
- **CSI Service:** Doctoral students holding leadership positions in the Omega Delta chapter of Chi Sigma Iota may count a maximum of 30 clock hours per semester toward total internship hours.
- **Site Supervision:** Have a “site” supervisor who meets with you monthly to supervise your leadership/advocacy activities (**CACREP, 2024, Standard 6.C.7**). The supervisor should be involved in the organization or activity and at a higher leadership level than your position.

Research Competency Area (RCA)

Discuss your ideas for research-area experiences with your advisor. Research activities that count toward internship must relate to counselor education or the counseling profession. **Dissertation hours are a separate course and do not count as internship hours.**

- **Current Activities:** You may count current research or scholarship activities related to counseling/counselor education toward internship hours if you can meet the supervision requirement.
- **Site Supervision:** Have a “site” supervisor who meets with you monthly to supervise your research and scholarship activities (**CACREP, 2024, Standard 6.C.7**). The supervisor should hold a graduate degree and have specialized expertise to advance your knowledge and skills.

Doctoral Internship Supervision

Students engage in the following supervision components throughout internship:

- An average of **1.5 hours per week** of group supervision with a Faculty Supervisor who is a core counselor education program faculty member (**CACREP, 2024, Standard 6.C.8**). Missing more than two group supervision sessions results in a failing grade and repeating the course. Arriving late or leaving early counts as time missed.
- A minimum of **one (1) hour per week** of individual/triadic supervision with Site Supervisor(s) (**CACREP, 2024, Standard 6.C.7**). This hour may be aggregated across the competency areas in which you are accruing hours, proportionate to the time spent in each (for example, if 100 of your hours are in research, you should have more than the suggested monthly supervision for that area).

Site Supervisor Requirements

Site Supervisors for each competency area should hold (**CACREP, 2024, Standard 6.C.6 and 6.D.4**):

- A graduate degree (preferably doctoral) in counseling or a related mental health profession.
- Specialized expertise to advance the student’s knowledge and skills.

Site Supervision Requirements by Competency Area

Competency Area	Who Serves as Site Supervisor	Supervision Frequency
Supervision (SCA)	Your COUN 868 faculty supervisor (course instructor) -or- a qualified site supervisor	1 hour/week individual/triadic
Teaching (TCA)	The instructor of the course you are co-teaching	1 hour/month (or more, as determined by the instructor)
Clinical (CCA)	The licensed mental health or school counseling professional at your clinical site	1 hour/week individual/triadic
Research (RCA)	A CHS faculty member or individual with a counseling-related graduate degree active in research	1 hour/month (or more, as determined by the supervisor)
Leadership (LCA)	A CHS faculty member or individual with a counseling-related graduate degree active in leadership	1 hour/month (or more, as determined by the supervisor)

Group Supervision Requirements

Students must attend and participate in every group supervision session throughout the semester, even after completing their internship hours. **Missing more than two group supervision sessions will result in a failing grade.**

Internship Documentation and Evaluation

See the **COUN 868 Paperwork Checklist**, available via the COUN Fieldwork Hub in Canvas, for the complete list of documentation due each internship semester. Required documentation includes but is not limited to:

- **Supervision Assist HIPAA Training.**
- **Placement Application(s):** Submit a Placement Application for each site and/or Site Supervisor in each competency area before accruing hours. Complete all associated forms. The Clinical Coordinator approves the application (shows as **READY**) to unlock the Activity Log and Live Session functions.

Evaluation Forms

- Midterm Site Visit Form (CCA - completed by Faculty Supervisor).
- Faculty Supervisor Evaluation of Doctoral Internship Student (overall competency).
- Faculty Supervisor Evaluation of the Supervision Competency Area (SCA).
- Site Supervisor Evaluation of the Clinical Competency Area (CCA).
- Site Supervisor Evaluation of the Teaching, Research, or Leadership Competency Area (TCA, RCA, and/or LCA).
- Final Evaluation of Group Supervisor.
- Final Evaluation of Site and Site Supervisor (CCA).
- Ph.D. Program Evaluation (**second-semester internship students only**).

Activity Log

Enter your clinical and supervision hours in the **Activity Log** on Supervision Assist for approval by your Faculty and Site Supervisors. Enter group supervision under your Faculty Supervisor's name and all on-site hours and site supervision under the correct Site Supervisor's name. All hours must be approved to be considered complete.

Audio/Video Recording of Sessions

Review the Recording Policy. You must submit at least **two video recordings** of your direct client work, clinical supervision sessions, or course instruction to your Faculty Supervisor. Each client (or parent of a minor client) and each supervisee must sign a Consent to Record form before recording.

- **Case Presentations (KPI 1 & 2):** complete two case presentations following the COUN 868–869 guidelines on the CHS website — one by mid-term and one at the end of the semester — each accompanied by a recording of a session with a client or supervisee, or of you implementing curriculum/an activity during instruction of a master's-level course.
- The Faculty Supervisor may request additional recordings of clinical supervision sessions for review during individual/triadic supervision of supervision.

Other Doctoral-Level Internship Requirements

Complete all other readings, recordings, assignments, and activities assigned by your Faculty or Site Supervisors to pass internship. Students whose professional behavior or skills are **not at level** for the developmental stage of an internship student may be placed on a **Professional Development Plan (PDP)** and must complete its tasks and goals by the assigned due dates to pass.

Direct vs. Indirect Service Hours

Direct services for clinical counseling practice are conducted with clients or students through person-to-person interactions (in person or via telehealth).

Direct services for clinical supervision practice are conducted with supervisees through person-to-person interactions (in person or by videoconference).

Indirect services are provided for clients, students, or supervisees as a result of the counselor's interactions with others. Shadowing/observation counts as *indirect* service because you are not directly interacting with the client/student.

Mental Health Counseling Service Hours

Direct services (person-to-person interactions with clients):

- Conducting or co-conducting individual, family, or group counseling.
- Administering intakes or assessments to clients.
- Psychotherapy or psychoeducational groups conducted with clients.
- *Direct hours include counseling and assessment services conducted via telehealth.*

Indirect services (provided for clients through interactions with others):

- Shadowing/observation where you are not directly interacting with clients
- Trainings/workshops you attend
- Trainings/workshops you lead for staff
- Staff meetings
- Consultation with the Site Supervisor or other staff
- Outreach activities
- Referrals to other community providers

School Counseling Service Hours

Direct services (in-person interactions with students):

- Core curriculum: classroom lessons, large-group student lessons, and school-wide presentations.
- Individual student planning: advising.
- Responsive services: individual and group counseling; crisis response.
- *Direct hours include counseling, student planning, and classroom management conducted via telehealth and videoconference.*

Indirect services (provided for students through interactions with others):

- Consultation/collaboration with parents, teachers, counselors, the Site Supervisor, or other staff
- Membership on student support/evaluation teams, staff meetings, or committees

- Leading or attending staff and parent education workshops or conferences
- Shadowing/observing school staff
- Referrals to other providers in the schools or community

Clinical Supervision Service Hours

Direct services (person-to-person interactions between you, the doctoral supervisor, and the master's-level supervisee):

- Conducting or co-conducting individual, triadic, or group supervision.
- Clinical consultation with a supervisee outside of supervision sessions.
- *Direct hours include supervision services conducted via videoconference.*

Indirect services (provided for the supervisee through interactions with others):

- Shadowing/observation where you are not directly interacting with supervisees
- Trainings/workshops you attend
- Consultation with the Faculty Supervisor, Site Supervisor, or other staff
- Review of supervisees' recordings of client sessions

Recording Policy

Counseling students record sessions during the program for educational and supervision purposes and must handle confidential information and recordings in a professional and ethical manner.

Consent to Record — Clinical Competency Area

Each client (or parent of a minor client) must complete a **Consent to Record** form before recording. You may use the program's form or another provided by the site.

Storing Consent Form: The consent-to-record form for clients/students at clinical and school placement sites **should stay at the site as part of the client/student's record**. If using the site's form, ensure it explains how recordings will be used during group supervision at ODU. If it does not, use the program's form or have the client sign both.

Consent to Record — Supervision Competency Area

Individual/Triadic Supervisors obtain consent to record their supervision sessions with master's practicum trainees during the first individual supervision session. The **COUN 669 Consent to Record Supervision** form is in the Supervision Assist under Evaluations.

Recording Sessions

Using Supervision Assist, you can record counseling sessions with your smartphone, tablet, or laptop/desktop via the Live Sessions functions in SA. No outside recording devices or jump drives are needed. For step-by-step guidance, see the Supervision Assist guides linked in **Appendix A: Key Fieldwork Links and Resources** (including the Live Sessions help articles).

Recording — Clinical Competency Area

Follow any additional recording policies set by your CCA Site Supervisor and receive the supervisor's approval for how you record in Supervision Assist. The Clinical Coordinator strongly recommends using **Schedule a Live Session** or **Schedule a Telehealth Session** in Supervision Assist, because Supervision Assist is a HIPAA-compliant platform and sessions upload automatically.

Recordings are protected health information (PHI) and must be handled accordingly. If you use the **Upload a Past Recorded Session** option, discuss with your Site Supervisor how to record in a HIPAA-secure manner outside of Supervision Assist. Never record or store recordings on cloud software that could be hacked. Upload within 24 hours to Supervision Assist and immediately; fully delete from the recording device after upload; and never share the recording via email or non-HIPAA-compliant cloud software.

Recording — Supervision Competency Area

For supervision sessions with your master's practicum supervisees, obtain a Consent to Record Supervision for each supervisee and use **Schedule a Live Session** to record all individual/triadic supervision sessions throughout the semester. Set sessions to record automatically when they start.

By signing the Due Diligence Statement at the beginning of each practicum and internship semester, you agree to follow the program's Recording Policy and to handle PHI in a legal and ethical manner.

Confidentiality of Clinical Supervision Policy

Counselors recognize that trust is a cornerstone of the counseling relationship. The ACA Code of Ethics specifies that counselors must respect clients' right to privacy and avoid illegal or unwarranted disclosures of confidential information, including anything that might readily identify a client to unauthorized parties.

Remove identifying information when documenting recordings, case presentations, or transcripts. Information revealed about clients during peer supervision must be treated with the same care and respect for client-confidentiality regulations outlined in the ACA Code of Ethics and Virginia statutes (see Appendix B).

Exceptions to Client Confidentiality in Supervision: If you have a client or student who is experiencing suicidal or homicidal ideations, or if you are subpoenaed to testify in court, inform your Site Supervisor and Faculty Supervisor as soon as possible to consult and identify action strategies per Virginia legal statutes. In these cases, you may need to disclose identifying information to your supervisors to ensure appropriate action is taken to protect safety.

Personal and professional information revealed by peers during supervision must be treated with the same care as client information and should not be discussed outside the supervision session.

By signing the Due Diligence Statement at the beginning of each practicum and internship semester, you agree to follow this policy. A breach of confidentiality may result in disciplinary action.

Professionalism Expectations

Professionalism During University Supervision

- **Punctuality and attendance:** Attend each supervision session and be on time. Notify the instructor before class if you must be absent (email or cell phone) and follow up with classmates regarding missed content. Submit all assignments by the due date.
- **Communication:** Initiate communication using one modality at a time (email, phone, or text) and allow supervisors 24 business hours to respond.
- **Email communication:** Be professional. Use appropriate titles, keep messages polite and brief, be clear in your requests, use proper openings and closings, and proofread. Note that all university emails can be audited and used as documentation in legal or remediation cases.
- **Presence in supervision:** Be present, attentive, and engaged. Silence cell phones during group supervision (let the instructor know in advance if a personal situation may require a call). Do not use laptops during face-to-face supervision except to retrieve documentation or recordings for a case presentation.
- **Receptivity to feedback:** Ask questions and seek consultation as needed. Be open to supervisor and peer feedback. Respect others' perspectives and opinions.
- **Adherence to codes of conduct:** Adhere to the ACA Code of Ethics and ASCA Ethical Standards, all Virginia legal statutes related to counseling in an educational setting, all ODU graduate-student policies, and all policies in the ODU Counseling Program M.S.Ed./Ed.S. and Ph.D. Fieldwork Handbooks. Immediately notify your Faculty Supervisor of any violations of university policy or ethical concerns.

Professionalism On-Site

- **Punctuality and attendance:** Treat your site as you would an employer. Be on site during agreed-upon hours. Notify your Site Supervisor in a timely manner (via their preferred method) if you must take time off. You are responsible for making up any missed hours by the end of the semester. Cancel and reschedule client sessions as needed, notifying clients promptly. Submit all documentation and client records in a timely manner.
- **Communication:** Initiate communication with supervisors and site staff using one modality at a time and allow 24 business hours for a response.
- **Email communication:** Be professional and proofread. Note that emails can be audited and used as documentation in legal or remediation cases.
- **Presence on site:** Engage in activities related to your clinical placement. Do not complete homework or outside activities while on site.
- **Receptivity to feedback:** Ask questions and seek consultation. Be open to feedback. Respect others' perspectives.
- **Adherence to codes of conduct:** Adhere to the ACA Code of Ethics and ASCA Ethical Standards and to all Virginia legal statutes. Familiarize yourself with and follow the site's policies and procedures. Immediately notify your Faculty Supervisor of any violations of university policy or ethical concerns.

Use of Social Media

Use good judgment with social media at every point during practicum and internship. Your actions and statements can affect not only you but also others in the Counseling Program, your placement site, and ODU as a whole. Posts may be replicated quickly, taken out of context, and remain public indefinitely. Likewise, do not disclose research findings or collaborations that have not been formally made public.

Adhere to the ACA Code of Ethics section H.6 regarding social media throughout fieldwork and review ODU's [Social Media Communications Policy](#) for additional guidelines

Generative AI Policy

I. Academic Integrity and the Use of Artificial Intelligence

Students are expected to uphold the highest standards of academic integrity in all coursework. The use of artificial intelligence (AI) tools, including platforms such as ChatGPT, must align with course expectations and instructor guidelines. Misuse of AI or other academic-integrity violations may result in disciplinary action and possibly removal from the program. Students are responsible for:

- Ensuring that submitted work reflects their own understanding and effort.
- Using AI tools ethically and appropriately, when permitted.
- Adhering to all university and program policies related to academic honesty.

II. Educational and Course-Level Flexibility

The ODU Counseling Program recognizes that AI and generative AI (GenAI) is a rapidly evolving technology with potential as both an educational and a clinical tool. The program is committed to training students to use AI ethically, responsibly, and effectively across their developmental stages as counselors-in-training.

A. Course-Specific Guidelines: because AI use varies by a course's content and experiential nature, faculty retain the flexibility to determine AI use within their classes. Faculty will outline clear, written expectations in their syllabi regarding if, when, and how AI may be used, and students must adhere to each instructor's guidelines.

B. Learning Aid versus Academic Dishonesty: there is a distinct difference between using AI to supplement learning (e.g., brainstorming, informal research, studying) and submitting AI-generated work as one's own. Presenting another's work, including AI-generated content, as your own is plagiarism and a violation of professional ethics (ACA, 2014).

III. Clinical Practice and Ethical Mandates

When students transition into clinical coursework, practicum, and internship, GenAI use must adhere to the ethical codes of the counseling profession.

A. Client Confidentiality and Data Protection (Strict Prohibition): under no circumstances may a student enter Protected Health Information (PHI), client transcripts, or any identifying client data into a public or unauthorized GenAI platform. Counselors have a primary ethical duty to protect client identity, privacy, and confidentiality (ACA, 2014). The vulnerability of electronic communications requires counselors to maintain confidentiality (ASCA, 2022) and to take necessary precautions in all electronic transmissions (AMHCA, 2020). All client data used or stored in AI systems must be encrypted and secured (NBCC, 2024).

B. Protecting the Learning Process and Clinical Judgment: AI must never replace professional clinical judgment or the counselor–client relationship (NBCC, 2023, 2024). While AI can serve as an informal learning tool, uncritical reliance for case conceptualization limits a student's ability to assess and conceptualize client needs independently. Students bear ultimate responsibility and accountability for their clinical decisions and client outcomes (NBCC, 2024).

C. Bias and Multicultural Competence: counselors must recognize that AI tools carry inherent biases and must consider multicultural issues and exercise critical thinking to ensure unbiased, competent service delivery (NBCC, 2024).

D. Guidelines for Navigating Crisis Situations: during active crises (e.g., suicidality, homicidality, severe trauma response, or mandated-reporting events), immediate client safety and careful professional boundary-setting are paramount. AI use should be reserved exclusively for administrative resourcing, such as gathering referral information or locating local emergency facilities; AI must never guide clinical responses, formulate interventions, or replace human clinical judgment. Prioritize client safety by engaging your professional training, consulting your Site Supervisor, and following established emergency protocols to prevent serious and foreseeable harm (ACA, 2014).

E. Transparency, Disclosure, and Supervision: if AI tools are approved for use in supervised clinical preparation or administrative work, this must be disclosed to the client, and counselors must obtain informed consent specifically regarding AI use (NBCC, 2024). Supervisors must be knowledgeable about the AI tools supervisees use and address ethical AI use within supervision agreements (NBCC, 2024).

F. Documentation and Citation for Academic and Research Purposes: students should thoughtfully document any authorized use of GenAI when creating educational materials, conducting research, or completing administrative tasks (NBCC, 2024), detailing the specific tools used and justifying their use. For all academic coursework and research, GenAI use must be openly disclosed and cited per current APA guidelines (McAdoo et al., 2025):

- **Textual disclosure:** describe the AI tool's use within the narrative of the paper, typically in the Method section or introduction (McAdoo, 2025).
- **In-text citations:** accompany the disclosure with APA 7th-edition in-text citations referencing the AI tool's creator (e.g., a parenthetical citation such as (OpenAI, 2025) or a narrative citation such as Google (2025)).
- **Reference list:** include a corresponding entry with the authoring company, date, title of the chat or tool with a bracketed description (e.g., "[Large language model]"), and source URL.

IV. Programmatic Commitments

Recognizing the rapid evolution of technology, the ODU Counseling faculty will review and update this AI policy as needed to ensure alignment with current legal standards, ethical guidelines, and best practices.

Continuing Fieldwork During Semester Breaks

Due to liability concerns, trainees are dissuaded from continuing fieldwork when the university is not in session and faculty supervision is unavailable. However, some placement sites request learners stay on site for continuity of care with clients, or learners may request to stay on site to finish their hours if receiving an "Incomplete" at the end of the semester. To continue fieldwork during a semester break:

1. Inform the Clinical Coordinator (clinicalcoord@odu.edu) of the intent to stay on site.
2. Inform the Site Supervisor(s) that you will not be receiving university-based (Faculty/Group) supervision during the break.
3. Request that the Site Supervisor(s) complete the [Between-Semester Fieldwork Form](#) (confirming continued weekly site supervision).

The Graduate Clinical Coordinator (clinicalcoord@odu.edu) is the point of contact during semester breaks for any urgent or emergent fieldwork situations that require immediate attention from Counseling Program faculty.

Licensure Verification Forms

If you intend to pursue licensure as a Licensed Professional Counselor (LPC) in Virginia, it is important to understand how recent changes to the **Virginia Board of Counseling regulations — effective December 18, 2025** — affect the counting of your doctoral fieldwork hours toward the post-graduate residency. The summary below is provided for planning purposes only; always confirm current requirements directly with the Board.

Important Virginia Board of Counseling Regulatory Change (effective December 18, 2025): Under the amended regulations, residents licensed on or after December 18, 2025, will not be allowed to count doctoral supervised practicum or internship hours toward residency requirements. This is a significant change from the prior (October 2019) rule, under which a portion of supervised doctoral practicum and internship hours could be applied toward the residency. Plan your post-degree residency accordingly and do not assume your fieldwork hours will reduce the residency total.

The Virginia Residency Under the New Regulations

The LPC residency continues to require a **3,400-hour supervised residency**, including **2,000 hours of face-to-face client contact** and **200 hours of supervision** (18VAC115-20-52). Key features of the residency under the amended regulations include:

- Residents may continue to renew their resident license and practice under a Board-approved supervisor while completing residency requirements, with no set time limit.
- Ancillary hours no longer need to be tracked.
- Supervised experience is no longer limited to four years. However, at least half of the face-to-face client contact hours and half of the supervision must be completed within two years of applying for independent licensure.
- Of the 200 supervision hours, up to 20 hours of supervision received during the supervised internship may be counted toward the requirement only if that supervision was provided by a licensed professional counselor.
- Resident licenses must now be renewed annually, on or before June 30. Residents may elect to place a license in Inactive Status.
- The requirement to pass the licensure examination within six years of initial licensure has been removed.

Which rules apply to you? Effective December 18, 2025, all Virginia residents-in-counseling are subject to the new regulations. Residents who were approved prior to December 18, 2025, may choose to meet either the prior residency hour requirements or the new requirements when applying for independent licensure — whichever is less burdensome. **Combining elements of both sets of requirements is not permitted.**

Verification of Supervised Fieldwork Hours

Although doctoral fieldwork hours generally no longer reduce the residency total under the new regulations, you may still need official verification of your supervised fieldwork (for example, for out-of-state boards, employers, the limited 20-hour internship-supervision allowance described above, or your own records). To request verification, submit the [Licensure/Credentialing Verification Request](#) form.

Verify State-Specific Rules: Licensure requirements differ by state and change over time. Before relying on any fieldwork hours for licensure, confirm the current rules with the board in the state where you intend to practice. For Virginia, review the current Regulations Governing the Practice of Professional Counseling ([18VAC115-20](#)) and the Board's summary of the [December 2025 regulation changes](#).

When to Submit

You may submit your verification request to the Clinical Coordinator for signing at either of the following points:

- Any time after your internship is completed (your degree need not be completed), or
- At any point during your fieldwork experience, if you need documentation of hours accrued to date (e.g., for the limited internship-supervision allowance or for an out-of-state board).

Processing Time: Allow up to **two (2) weeks** for processing when the university is in session. Processing may take longer during semester breaks.

Directions

1. Submit the [Licensure/Credentialing Verification Request](#), or email clinicalcoord@odu.edu with your request.
2. Attach the verification form with your name, student ID, and email; your fieldwork hours; a copy (official or unofficial) of your transcript; and copies of your Supervision Assist Training Logs.

Exclude Restricted Identifiers: Do **not** complete the section for your SSN or DMV number on the form. These are restricted information and should not be distributed over email.

Appendix A: Key Fieldwork Links and Resources

Essential Fieldwork Resources — Quick Reference

The **COUN Fieldwork Hub** (Canvas) is the central location for all fieldwork resources, announcements, and applications. The table below lists the most frequently used links.

Resource	Link
COUN Fieldwork Hub (Self-Enroll)	https://canvas.odu.edu/enroll/6XW849
OCE Clearance / Background Check Process	https://www.odu.edu/clinical-experiences/placement/background-checks
Teacher Candidate Internship Application (School Counseling Internship)	https://www.odu.edu/clinical-experiences/placement/internship
Supervision Assist: Login	https://app.supervisionassist.com/login
Supervision Assist: Student Guide	https://help.supervisionassist.com/category/109-student-start-guide
Supervision Assist: Site Supervisor Guide	https://help.supervisionassist.com/category/108-site-supervisor-start-guide
Supervision Assist: Faculty Supervisor Guide	https://help.supervisionassist.com/category/107-faculty-start-guide
Supervision Assist: Live Sessions	https://help.supervisionassist.com/category/114-live-sessions
Curricular Practical Training (CPT) for International Students	https://www.odu.edu/visa/employment/employment-international-students/cpt

COUN Fieldwork Hub — Fieldwork Quick Links

- [Fieldwork Site Directory](#) (ODU login required)
- [New Site Verification Form](#)
- [Ph.D. Intent to Enroll Application](#)
- [Between-Semester Fieldwork Form](#)
- [Licensure/Credentialing Verification Request](#) (Clinical Residency, Licensure, and QMHP)
- [VDOE School Counseling Verification Request](#) (OCE-managed)

COUN Fieldwork Hub — New Fieldwork Opportunities

- [New Fieldwork Placement Alerts](#)
- [Grant-Based Fieldwork Opportunities](#)
- [Career Board](#)

Preliminary Fieldwork Action Items

1. **Review the Fieldwork Handbook:** Due within the first semester of enrollment
2. **Attend a Fieldwork Orientation Session:** Due within the first year of enrollment
3. **Complete the Background Check:** Due within the first year of enrollment
4. **Complete the Necessary Intent to Enroll Application(s)**
 - **February 1:** Due Date for Fall Semester Approval
 - **August 1:** Due Date for Spring and Summer Semester Approvals
5. **School Counseling Trainees: Complete the OCE Teacher Candidate Internship Application**
 - **April 1:** Due date for Fall COUN 668 Internship
 - **October 1:** Due date for Spring COUN 668 Internship
 - **Note:** Submit a new application before each COUN 668 semester
6. **International Trainees: Complete the CPT Form**
 - Due a semester before beginning COUN 669 Practicum
7. **Secure a Placement Site (for COUN 669 Practicum and COUN 667 CMCH Internship)**
 - Begin the search 6-8 months before the COUN 669 Practicum semester

Fieldwork Orientation Sessions

- **Fall Semester Orientation:** September/October
- **Spring Semester Orientation:** January/February

Contact Information

- **Graduate Counseling Clinical Coordination Team:** clinicalcoord@odu.edu
- **Office of Clinical Experiences (OCE):** oce@odu.edu | 757-683-3348
- **Counseling & Human Services Main Office:** CHSoffice@odu.edu | 757-683-3326

Appendix B: Client Confidentiality (ACA and Virginia Code)

ACA Code of Ethics

Reference the full ACA Code of Ethics.

B.1.c. Respect for Confidentiality

Counselors protect the confidential information of prospective and current clients. Counselors disclose information only with appropriate consent or with sound legal or ethical justification.

B.1.d. Explanation of Limitations

At initiation and throughout the counseling process, counselors inform clients of the limitations of confidentiality and seek to identify situations in which confidentiality must be breached.

Virginia Regulations

12VAC35-115-80. Confidentiality ([full code](#)):

A. Each individual is entitled to have all identifying information that a provider maintains or knows about him remain confidential. Each individual has a right to give authorization before the provider shares identifying information about him or his care, unless another state law or regulation, or these regulations, specifically requires or permits disclosure of certain information.

B. The provider's duties.

1. Providers shall maintain the confidentiality of any information that identifies an individual. If a services record pertains in whole or in part to referral, diagnosis, or treatment of substance use disorders, providers shall disclose information only according to applicable federal regulations (see 42 CFR Part 2).
2. Providers shall obtain and document the individual's authorization (or that of the authorized representative) before disclosing identifying information. The authorization must contain: the name of the organization and the person(s) or class of persons to whom disclosure is made; a description of the nature of the information, the purpose of disclosure, and whether it extends to information added after authorization but before expiration; the effective date and the expiration date or event; and the signature of the individual and the date (with a description of the representative's authority, if applicable).
3. Providers shall tell each individual and authorized representative about confidentiality rights, including how information can be disclosed and how others might obtain information without authorization. If disclosure is not required by law, the provider shall give strong consideration to any objections.
4. Providers shall prevent unauthorized disclosures and shall maintain and disclose information in a secure manner.
5. In the case of a minor, the authorization of the custodial parent or other person authorized to consent to the minor's treatment under § 54.1-2969 is required.

§ 37.2-400. Rights of individuals receiving services ([full code](#)):

A. Each individual receiving services in a hospital, training center, other facility, or program operated, funded, or licensed by the Department (excluding those operated by the Department of Corrections) shall be assured of legal rights and care consistent with basic human dignity, insofar as it is within the reasonable capabilities of the Department, funded program, or licensee and consistent with sound therapeutic treatment. Among these rights, each individual shall have access to his medical and clinical treatment, training, or habilitation records and be assured of their confidentiality — limited to access consistent with his condition and sound therapeutic treatment.

Appendix C: Guidelines for Individual/Triadic Supervision with COUN 669 Supervisees

These guidelines help COUN 868 students clarify the purpose, structure, and evaluation procedures of individual/triadic supervision with COUN 669 supervisees. Cover these topics with your supervisees at the start of each semester during your initial sessions, and send an email summary after the second week that briefly reviews your discussions and re-emphasizes expectations. (Some terminology is intentionally bolded to use strengths-based language.)

Topics to Cover in the First Individual Supervision Session (Week 1)

- Review the consent to record supervision and its purpose — so your sessions can be evaluated by your 868 instructor and peers in internship group supervision.
- Provide an overview of individual/triadic supervision expectations within 669, including recording submissions, transcript assignments, and attendance.
- Determine due dates for recording submissions (be flexible if supervisees have difficulty obtaining recordings on site).
- Discuss how you evaluate 669 supervisees, including the formal midterm and final evaluations in Supervision Assist; informal communication with the supervisee's Faculty Supervisor about progress (particularly when skill or professional-behavior growth areas are observed, so you and the Faculty Supervisor can work together to support them); and occasional communication with the Graduate Clinical Coordinator, who oversees the courses at a systemic level.
- Reiterate that practicum (and internship) students are evaluated as a whole — on their interactions with supervisors, peers, and site colleagues throughout the semester, in addition to their counseling skills observed through clinical work on site.
- Set goals for the semester that supervisees would like to focus on in individual/triadic supervision.

Topics to Cover in the Second Session (Week 2 — First Triadic or Second Individual)

- Invite conversation about entering a professional clinical setting for the first time. What is it like for them, and what is their previous professional work history? As they become counseling professionals, what considerations help them develop and showcase professionalism during practicum? For example: being reliable, timely, and dependable; being present on site (not doing homework or outside tasks); completing clinical documentation promptly; proper demeanor, poise, and etiquette; how to appropriately raise concerns with supervisors; and professional communication across face-to-face, email, phone, and other electronic modalities.
- Consider how to structure individual and/or triadic supervision (i.e., initial check-ins, time for recording reviews, how to provide feedback, etc.). Discuss the structure with your supervisees: noting it may change over the semester as individual needs arise.

Email Summary After Your Second Session

Save a Copy: Upload a copy of this email to your COUN 868 Training Plan Documentation in Supervision Assist so you have it for reference during the semester.

Email a brief summary to supervisees (individually or as triads) covering: course expectations; due dates for assignments (if established); evaluation procedures; professionalism expectations; their goals for supervision (as appropriate to share); and any other details you want to emphasize.

Supporting Your 669 Supervisees Throughout the Semester

Required COUN 669 Forms and Recordings

- **Consent to Record Supervision:** Obtain at the beginning of your first session, before recording. The form is in the Supervision Assist under Evaluations.
- **Supervision case notes:** Keep weekly notes for all sessions. You need not submit them to your COUN 868 Faculty Supervisor unless requested. Store notes securely per FERPA (e.g., a password-protected folder on a password-protected computer). Consider aggregating them into one document uploaded to your COUN 868 Training Plan documentation in Supervision Assist at the mid-point and end of each semester.
- **Clinical Competency Goals (beginning of semester):** Completed by the COUN 669 Practicum student as part of their Placement Application (SMART goals) during the first two weeks. Review with the supervisee during individual supervision.
- **COUN 669 Midterm Progress Report:** Complete as an Evaluation in the master's platform and review during the midterm individual session. If the supervisee is **not** progressing toward a PASS, contact the COUN 669 Faculty Supervisor and request a consultation on how to address the skills or behaviors, with the goal of the supervisee being at level by the end of the semester.
- **Clinical Competency Goals (end of semester):** Completed by the COUN 669 student as an evaluation in Supervision Assist during the last two weeks. Review progress and set new goals for continued development.
- **Individual/Triadic Supervisor Evaluation of Practicum Student:** The final evaluation of your supervisee, completed as an Evaluation in the master's platform and reviewed during the final individual session.

Recording Submissions for COUN 669 Practicum Students

Review **four (4)** audio- or video-recorded counseling sessions conducted by your COUN 669 supervisees throughout the semester (at least 30 minutes each to count). Supervisees follow the Recording Policy in the M.S.Ed./Ed.S. Fieldwork Handbook and share all recordings with you in Supervision Assist using the Share function. Provide knowledgeable, thorough feedback on counseling skills, case conceptualization, and integration of theory.

- **Verbatim transcripts:** Supervisees complete two verbatim transcripts of a 15-minute segment, submitted with two of their four required recordings, using the Verbatim Transcript Form in the COUN Fieldwork Hub. Review and provide verbal and/or written feedback.

- **Role plays as recording submissions:** If a supervisee cannot record clients on site, the supervisee may conduct role play sessions — with COUN 669 Faculty Supervisor’s approval — following the Role Plays of Counseling Policy in the M.S.Ed./Ed.S. Fieldwork Handbook. Encourage supervisees to first try to obtain on-site recordings. The mock client for role play sessions should act out a scenario, not use their real-life situation.
- **Recording supervision sessions:** Once the Consent to Record is signed, use Schedule a Live Session in your Supervision Assist account to record all supervision sessions, set to record automatically when the session starts.

Reporting Concerns About Your COUN 669 Supervisee

Bring immediate attention to urgent matters: ethical concerns, insufficient accumulation of hours or recordings, or performance issues that might warrant a Professional Development Plan.

1. Consult your COUN 868 Faculty Supervisor about any concerns regarding your COUN 669 supervisees.
2. Contact the COUN 669 Faculty Supervisor immediately if professional issues or concerns arise.
3. In consultation with the COUN 669 Faculty Supervisor, develop a plan to address the concern (e.g., a meeting among you, the supervisee, and the Faculty Supervisor; an informal written plan; or a more formal Professional Development Plan), depending on context and severity.
4. Do not directly contact the Site Supervisor for your COUN 669 supervisees without the permission of the COUN 669 Faculty Supervisor.

Helping a COUN 669 Practicum Supervisee Who Raises Concerns About a Site or Site Supervision

If a supervisee raises concerns about their site or site supervision during individual/triadic supervision, you should:

- **Remain objective:** The supervisee’s concerns are valid, and their account is one perspective without the Site Supervisor’s side for context.
- **Be cautious about criticizing the site or Site Supervisor:** Even valid concerns can negatively affect the supervisee’s experience if you are critical of the site.
- **Ask how the supervisee has tried to address the concern:** Part of the placement experience is learning to have direct conversations and to advocate for oneself. If the supervisee has not addressed the concern, or could have done so more effectively, first direct the supervisee to discuss the matter directly with the Site Supervisor. In an extenuating circumstance (e.g., observing unethical or illegal behavior by staff), have the supervisee bring the concern to the COUN 669 Faculty Supervisor first instead.
- **Focus on what the supervisee can learn:** What is the supervisee’s self-awareness during and after the situation? What is the supervisee learning, and how can the matter inform the supervisee’s future counseling or professional interactions?
- **Direct the supervisee to present concerns to their COUN 669 Faculty Supervisor themselves:** It is primarily the supervisee’s responsibility to raise concerns, and yours to guide the supervisee in doing so professionally. The COUN 669 Faculty Supervisor is the primary point of contact with the site and addresses initial concerns, escalating to the Graduate Clinical Coordinator as needed.

- **Process the concern in your own supervision:** In your COUN 868 group or individual/triadic supervision, reflect on how you reacted, how you followed this guidance, what you might do differently, and the next steps with your supervisee.
- **Remind the supervisee to document concerns** on their Final Evaluation of Site and Site Supervisor at the end of the semester. The Graduate Clinical Coordinator reviews these evaluations to address issues that are of ethical or legal concern, reflect a site not meeting program expectations, or are reported consistently by students at the site.

Appendix D: Letter to Prospective Fieldwork and Residency Sites

The following letter may be shared with prospective sites to introduce the doctoral fieldwork structure and site-supervisor requirements.

Greetings Prospective Fieldwork or Residency Site!

Many exuberant thanks for sharing the placement opportunity with our Counseling program!

Completion of the [New Placement Site Verification Form](#) is an excellent next step to:

- Begin the placement verification process
- Share fieldwork, residency, employment, and/or volunteer opportunities with graduate counseling learners

This letter provides a concise overview of our program's mental health counseling fieldwork structure per the Council for Accreditation of Counseling and Related Educational Programs (CACREP) standards:

- **Doctoral Fieldwork Standards:** [Section 6, Doctoral Standards for Counselor Education and Supervision](#)

COUN 869 Practicum Structure: The ODU Counseling Program requires doctoral learners to complete supervised practicum experiences totaling a minimum of 200 clock hours over a full academic term. This clinical experience should include new learning qualitatively different from the supervisee's previous experience as a master's-level counselor. The hours include:

- A minimum of 80 hours of direct service with clients or supervisees that contributes to the development of advanced counseling skills.
- At least 40 of these direct service hours must entail providing counseling services.
- The remaining direct service hours may be accrued through direct counseling services or clinical supervision with master's level trainees, determined by the site supervisor based on site needs.
- A minimum of one (1) hour per week of site-based supervision with an approved site supervisor.

Doctoral Site Supervisor Qualifications: CACREP-accreditation requirements for site supervisor qualifications include:

- A doctoral degree in counseling or a related mental health profession.
- Active certifications and/or licenses (preferably LPC, LMHC, LCPC, LPCC, LCMHC, or LMHP) in the supervisee's geographic location.
- Specialized expertise to advance the student's knowledge and skills.
- A minimum of two years of independent professional experience.
- Relevant training for in-person and/or distance counseling supervision and the technology utilized for supervision.
- Knowledge of the program's expectations, requirements, and evaluation procedures.

Fieldwork Technology and Next Steps

Our Counseling Program utilizes [Supervision Assist](#), an online platform for counseling trainees to record internship hours, activities, and counseling sessions. Via email invitation, site supervisors receive access to Supervision Assist to sign the supervision contract, monitor internship activities, complete evaluations, and view supervisees' recordings.

Thank you again for the thoughtful consideration! Ecstatic and hopeful for an opportunity to continue the conversation on possible fieldwork, residency, and career opportunities.

Appreciatively,

Graduate Counseling Clinical Coordination Team
Department of Counseling and Human Services
Old Dominion University
Email: clinicalcoord@odu.edu

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